



## King County

**PROGRAM ANALYST IV  
(MEDICAL RECORDS MANAGER)  
PUBLIC HEALTH- SEATTLE & KING COUNTY  
Administrative Services Division/Signature Unit  
Annual Salary Range \$54,393.36 - \$69,123.60  
Job Announcement No: 02RM2272  
Open until filled**

**WHO MAY APPLY:** This career service position is open to King County employees and external applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Willma Elmore at (206) 296-4616 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Avenue, Seattle, WA

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday. Occasional evening and weekend work may be required.

**PRIMARY JOB DUTIES INCLUDE:**

The Medical Records Manager job duties require an in-depth knowledge of health care services, standards and systems for documentation of patient care, electronic health care records, health informatics, systems analysis, leadership, quality assurance/improvement, budget management, and legal issues related to health care information and documentation. The duties of this position include:

- Responsibility for oversight, implementation, and monitoring of systems, policies, and procedures for medical records throughout Public Health-Seattle & King County.
- Maintaining confidentiality of medical records and release of medical records.
- Medical records retention and retrieval.
- Oversight of systems and processes for purging medical records.
- Oversight of procedures for documentation and organization of the medical record, and management and approval of medical record forms.
- Ensure that staff is trained with regard to medical record policies and procedures and develop systems to monitor and enforce these policies and procedures.
- Serve as a resource for site medical records staff regarding daily operational issues and report risk trends and statistics to site and program managers and Public Health risk management staff.
- Active participation in developing policies and procedures to insure that Public Health is in compliance with Federal HIPAA regulations that will be in effect in year 2003.
- Work with Public Health's new electronic billing and data system to develop a system for purging medical records from active files and moving towards an electronic medical records system.

**QUALIFICATIONS:**

- Demonstrated in-depth knowledge of health care services, standards and systems for documentation of patient care, electronic health care records, health care informatics, systems analysis, and legal issues related to health care information and documentation.
- Excellent analytical and problem solving skills.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision making.
- Excellent budget development and management skills.
- Excellent skills in development of policies and procedures for program management.
- Excellent written and verbal communication skills.
- Quality assurance and improvement skills.

**NECESSARY SPECIAL REQUIREMENTS:**

- Graduation from an accredited college or university with major coursework in business, public administration, or health administration.
- Must have medical records certification as a Registered Health Information Administrator (RHIM)
- Must have ability to travel efficiently and independently to various Public Health sites in King County.

**UNION MEMBERSHIP:** Non-union

**CLASS CODE: 0634 SEQUENCE NUMBER: 80-0634-2008**